

**JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
ASSISTANT POLICE CHIEF**

1. JOB TITLE: ASSISTANT POLICE CHIEF

2. DEFINITION: The position of Assistant Police Chief is an executive command employee skilled in problem solving and personnel management who assists the Police Chief and Deputy Police Chief with the efficient and orderly operation of the Police Department. The Assistant Police Chief supervises work performed in connection with all aspects of the police operation, including, but not limited to the prevention, reporting, investigation, prosecution and analysis of crime. The duties of this job include the supervision and enforcement of all rules, regulations, general orders, and policies and procedures of the Police Department and the City. The Assistant Police Chief provides information, orally and in writing, to superiors and subordinates as requested or as needed. In the absence of the Police Chief and Deputy Police Chief, the Assistant Police Chief assumes command and control of police operations, including duties as a Department spokesperson when required. The employee is responsible to the Police Chief. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee must be capable of safely operating all law enforcement and office equipment including police vehicles with all emergency equipment, mobile radios, hand-held radios, cassette recorder, still camera, in car video camera, copy machine, fax machine, telephone, computer and peripherals, audio visual equipment, and both lethal and non-lethal weapons such as pistols, rifles, shotguns, ASP baton, and OC pepper spray.
- b. The job location is in the Murfreesboro Police Department. Work is generally performed in a smoke free environment. The work must be performed in all kinds of weather conditions and while exposed to dangerous conditions and situations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Performs the duties of the Deputy Police Chief and the Police Chief in the absence of those employees.
- b. Assists the Police Chief and Deputy Police Chief with managing all aspects of the Police Department operation, including, but not limited to, employment, promotion, policy development, counseling, discipline, litigation and termination recommendations.

- c. Provides daily reports to the Police Chief on Department events as they may develop.
- d. Reviews and approves all requests for training and travel by Department personnel as requested or necessary.
- e. Reviews and approves all purchase orders and requests for payment.
- f. Reviews and approves proposals for grant applications.
- g. Reviews and approves bid specifications and requests for proposals for all Department purchases.
- h. Constantly strives to improve the Department operation through training and professional development opportunities for subordinates.
- i. Constantly strives to strengthen Department relationships with the community, and encourage positive public relations.
- j. Assists with the preparation of the agenda for and assists in command level staff meetings.
- k. Assists with the preparation of the agenda for and assists in the moderation of supervisory staff meetings.
- l. Drafts, reviews and/or approves Departmental correspondence as requested or necessary.
- m. Provides input regarding the development of City Employee Handbook policies as requested.
- n. Assists all City Department heads and assistants regarding daily governmental operations which involve the Police Department.
- o. In the absence of the Deputy Police Chief, responds to major events involving police personnel on a twenty-four (24) hour seven (7) day a week basis.
- p. Conducts or causes to be conducted interviews of eligible applicants for employment and recommends testing and evaluation for same.
- q. Conducts, or causes to be conducted interviews of eligible applicants for promotion and recommends testing of same.
- r. Directs the preparation of official correspondence to higher officials concerning Department business and activities.
- s. Presents information and requests to the City Manager, Mayor and Council in the absence of the Police Chief and the Deputy Police Chief.
- t. Recommends, and upon approval, assists in directing the implementation of new programs to enhance and improve Department operations and public support.
- u. Recommends improvements to existing Department procedures and operations.
- v. Employs leadership by example as a motivational tool for all subordinates.
- w. Employs a visionary approach to planning for the future.
- x. Assists in the preparation of the annual budget as presented to the Police Chief for submittal to the City Manager.
- y. Directs internal investigations as required.
- z. Assists with managing annual expenditures for the Department.
- aa. Anticipates problems and implements preventive measures and solutions.
- bb. Builds constructive relationships with employees and supervisors.

- cc. Works to maintain an acceptable level of employee morale.
- dd. Reports incidents and pursues the appropriate course of action.
- ee. Initiates disciplinary action when necessary.
- ff. Supervises and advises subordinates about unusual or complex situations.
- gg. Works various shifts as needed to supervise work performance and review activity of subordinates, with occasional overtime and holiday work required.
- hh. Communicates effectively with both the general public and subordinates.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must have been a certified Law Enforcement Officer for at least ten (10) years; current certification under Tennessee Code Annotated 38-8-106 desirable.
- b. Must possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- c. Be a citizen of the United States.
- d. Submit to and pass drug and alcohol screening.
- e. Must be a high school graduate or possess equivalent; college degree, preferred.
- f. Must have at least ten (10) years of law enforcement experience and currently hold the rank of Murfreesboro Police Department Police Lieutenant or higher, or its equivalent.
- g. Successful completion of a program of advanced law enforcement education such as the Federal Bureau of Investigation (FBI) National Academy, Northwestern University School of Police Staff and Command, National Forensics Academy, or other such program deemed comparable, preferred.
- h. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty gambling, liquor or controlled substances. (While these are absolutely disqualifying, other violations of the law must also be disclosed and may result in non-selection.)
- i. Not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- j. Has the ability to understand and accurately and appropriately enforce City ordinances, State, and Federal laws.
- k. Has the ability to initiate the development of, as well as understand and accurately and appropriately enforce, Departmental rules and regulations.

- l. Possesses a high degree of awareness of and sensitivity to the diversity of the community.
- m. Has the ability to provide exceptionally effective supervision to subordinates in all aspects of police work.
- n. Successful completion of management training deemed necessary and appropriate for this position, preferred.
- o. Has the ability to prevent and handle stressful, dangerous, and emergency situations.
- p. Has the ability to report for duty on time and perform the duties of the job for an entire workday.
- q. Possesses temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- r. Possesses excellent communication skills, both written and oral.
- s. Has the ability to direct the research, development, planning and implementation of Departmental programs at present and in the future.
- t. Has the ability to maintain highly constructive relations with all Departmental divisions, as well as other law enforcement and governmental agencies.
- u. Has the ability to serve and to appoint employees to interdepartmental and community committees.
- v. Has the ability to assist the City in the defense of litigation against the Department and the City in general, and serves as the Department representative in such matters as requested.
- w. Has the ability to handle highly sensitive information and keep such information confidential in a lawful manner.
- x. Displays exemplary behavior, diligence to duty and outstanding job performance.
- y. Possesses an operational knowledge of the functions of all divisions of the police operation.

**Exempt
Safety Sensitive
May 13, 2005**